



Technology Plan Guidelines

For Plans with a Proposed Effective Date of July 1, 2008 through June 30, 2011

The District Technology Plan is a document that guides the district in appropriating technology to teach students effectively, develop staff proficiencies, and maximize equipment usage.

The Department of Education requires a Technology Plan on file for each educational entity that receives federal funding for telecommunications services as filed by the state (E Rate) and as a basis for Title II, Part D funding under the Consolidated Application.

The South Dakota Department of Education has developed the following standardized organization to assist school districts in developing/revising their plans.

It is recommended that this format is followed when compiling the District Technology Plan in order to meet E-rate and Title II Part D requirements. Your district may add any component or information that makes this a viable document individualized to your district.

Technology plans and revision addendums can be submitted electronically (Microsoft Word, PDF) to jeanette.meade@state.sd.us or can be mailed to:

**Technology Plan
South Dakota Department of Education
Office of Curriculum, Technology and Assessment
700 Governors Drive
Pierre, SD 57501**

For additional help or questions please contact Nette (Jeanette) Meade at 605-773-4662

For Stage 1, due October 1, 2007 only parts 6, 7 and 12 are required.
For Stage 2, due January 31, 2008, all parts must be completed.

1. District Information *This could be done as a cover page.*

School District Name and Number:

School District Mailing Address:

City:

Zip Code:

District Contact Person and Title:

Contact Phone:

Contact Email:

Adopted on:

2. Technology Committee

- List the Technology Committee members and their title.

Committee Member	Title

3. Vision

- State the district's vision. It needs to incorporate technology.

4. Needs Assessment *A needs assessment should involve input from a variety of sources such as students, parents, staff, community members and former students.*

- Did you base your technology plan goals and objectives on a needs assessment? Yes No

5. Consolidated Application *As your technology plan and consolidated application tie together, your goals may be the same for both.*

- List your district's consolidated application/school improvement goals as listed in your consolidated application under Title II Part D (Enhancing Education Through Technology)

6. Three Year Goals. *State at least one goal for each of the following categories. Remember that goals are the umbrella and can be quite broad. Objectives are how you are going to carry out that goal. If you need space for additional objectives or activities, please insert rows.*

Three Year Goal(s) - Improving Academic Achievement and Teacher Effectiveness. This will include the use of technology to improve academic achievement of all students and the effectiveness of teachers.

Goal:
Goals need to tie to State Standards. Does your goal tie to State Standards? YES NO

Each goal should have at least one objective. Fill out one line for each of you activities.

Objective	Activity	Timeline	Projected Cost	Category and Source of Funding	Evaluation

Three Year Goal(s) - Professional Development. This may include teachers, principals, administrators, school library personnel and support staff to further the effective use of technology.

Goal:
Goals need to tie to State Standards. Does your goal tie to State Standards? YES NO

Each goal should have at least one objective. Fill out one line for each of your activities.

Objective	Activity	Timeline	Projected Cost	Category and Source of Funding	Evaluation

Three Year Goal(s) - Integration of Technology with Curricula and Instruction. This may include software and electronically delivered learning materials

Goal:
Goals need to tie to State Standards. Does your goal tie to State Standards? YES NO

Each goal should have at least one objective. Fill out one line for each of your activities.

Objective	Activity	Timeline	Projected Cost	Category and Source of Funding	Evaluation

Three Year Goal(s) - Improvement of Infrastructure and Technology. This may include wiring, networking systems, connectivity, hardware, etc.

Goal:
Goals need to tie to State Standards. Does your goal tie to State Standards? YES NO

Each goal should have at least one objective. Fill out one line for each of your activities.

Objective	Activity	Timeline	Projected Cost	Category and Source of Funding	Evaluation

Three Year Goal(s) - Use of Technology to Promote Parental Involvement and Increase Communications with Parents.

Goal:
Goals need to tie to State Standards. Does your goal tie to State Standards? YES NO

Each goal should have at least one objective. Fill out one line for each of your activities.

Objective	Activity	Timeline	Projected Cost	Category and Source of Funding	Evaluation

Three Year Goal(s) – (Optional) Include any additional goals the district has written that do not fit into one of the above categories.

Goal:
Goals need to tie to State Standards. Does your goal tie to State Standards? YES NO

Each goal should have at least one objective. Fill out one line for each of your activities.

Objective	Activity	Timeline	Projected Cost	Category and Source of Funding	Evaluation

7. Inventories

- List the district's technology inventory (such items as computers, servers, hubs, cameras, graphing calculators, TV's, telecommunications equipment, distance learning equipment, etc.). Please indicate whether or not you meet this requirement by submitting your inventory to the K-12 Data Center.

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Yes, we have submitted our inventory to the K-12 Data Center.

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No, we do not submit to the K-12 Data Center and therefore have attached our district's technology inventory.

Public School Districts meet this requirement through the annual technology survey submitted to the K-12 Data Center at

<https://members.k12.sd.us/in/DDNAdmin/DDNSurveys.asp>

Private Schools who do not utilize the above site (which is available to them) for inventory will need to address this item in detail and **must be kept on file at the district for audits**.

- Please fill out the following form for services that are needed to improve education or library services. If you need more space, please insert additional rows.

	Service or Resource	Projected Cost	Category and Source of Funding
Software			
Software			

	Service or Resource	Projected Cost	Category and Source of Funding
Hardware			
Hardware			

	Service or Resource	Projected Cost	Category and Source of Funding
Telecommunications			
Telecommunications			

	Service or Resource	Projected Cost	Category and Source of Funding
Other Services			
Other Services			

8. Attach Acceptable Use Policy

The following must be in your policy:

- a. Explain how the district addresses personal use and access of online services for students and staff.
- b. Explain how the district addresses ownership of software and data.
- c. Explain the consequences for violating your Acceptable Use Policy for students and staff.

9. Attach Distance Learning Policy

- **Explain the District's plans for distance learning (video-conferencing, virtual high school, and internet-based distance) in the next 3 years**

10. Attach Children's Internet Protection

- Explain the district's CIPA safety policy, including the use of filters to protect against access to the visual depictions outlawed in the act.

Address:

- access by minors to inappropriate matter on the Internet and the web;
 - the safety and security of minors when using electronic mail, chatrooms and other forms of direct electronic communications;
 - unauthorized access, including so-called "hacking", and other unlawful activities by minors online;
 - unauthorized disclosure, use, and dissemination of personal identification information regarding minors;
- Provide an explanation of your districts continuing efforts to provide the public (your parents) with information regarding internet safety.
 - If this is your first time submitting a plan for approval you must provide the date that a public meeting was held in regard to the CIPA requirements.

11. Collaboration with Adult Literacy

- Describe your districts collaboration or development with adult literacy service providers to maximize the use of available technologies, training facilities, and project related resources. If this is not applicable, please state as such.

12. Evaluation

- Describe the process for evaluating the district's overall Technology Plan. Note: Updates and addendums can be submitted yearly on a three year approved plan.
- Explain the measures taken for evaluating the impact of the plan on student performance.